

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Dir of Community & Dev. Serv. GR: F FLSA: EX DATE: 01/09/06

DEPARTMENT: Development Services DIVISION: N/A

REPORTS TO: Deputy City Manager APPROVED: _____ JOB CODE: 7054

GENERAL DESCRIPTION:

Performs high level administrative work in analyzing, planning, developing, maintaining and supervising the Development Services Department including planning, building and neighborhood services. Work requires significant interpretative judgement in variation from established procedures and standards.

TYPICAL DUTIES:

Assists the City Manager's Office, Planning Commission and City Commission on matters relating to physical development of the city and other development policies; plans, organizes and directs the completion of special studies, revises city planning and zoning ordinances to ensure compliance with state and federal statutes; serves as a key member of the city's development review team; prepares annual department budget; represents the department at public hearings, meetings, various local government meetings and private groups; prepares various reports and plans; supervises the work of subordinate personnel engaged in the preparation and implementation of the City's planning and community development plans; oversees neighborhood services program; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Serves as a department head of a mid-sized department.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in urban planning, public administration or a related field and over five years of experience in planning, community development or city management. Master's degree strongly preferred. Possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

Must live within the corporate limits of the city.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Confer with City Manager's Office to ascertain basic administrative policy and to coordinate action on matters which City Commission has requested. (Daily)

Effectively assign and supervise personnel. (Daily)

Effectively communicate orally and in writing. (Daily)

Exercise sound judgement in decisions and interpretations. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Speak clearly and concisely before groups. (Weekly)

ESSENTIAL JOB FUNCTIONS (continued):

Maintain and continually upgrade knowledge of the principles and practices of planning and community development. (Daily)

Accurately interpret laws and regulations relating to planning and zoning. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Minimal amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 70 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceives nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Predominately inside and occasionally outside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: None

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to communicate effectively, both orally and in writing.

Ability to understand mathematical concepts to include basic arithmetic.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Copy machine, adding machine, calculator, computer, telephone, fax machine, and overhead projector.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.